



# **COUNTY OF LOS ANGELES DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Room 205 -- Los Angeles, California 90020  
(213) 351-5602

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**ANITA M. BOCK**

Director

January 8, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO APPROVE FIVE (5) AGREEMENTS WITH FIVE (5) LEAD NETWORK  
AGENCIES FOR COMMUNITY FAMILY PRESERVATION NETWORK SERVICES IN  
GEOGRAPHIC SERVICE AREAS 15, 18, AND 19  
(1, 3, 4 & 5 SUPERVISORIAL DISTRICTS) (3 VOTES)**

**JOINT RECOMMENDATION WITH THE DIRECTOR OF MENTAL HEALTH AND THE  
CHIEF PROBATION OFFICER:**

1. Approve the maximum annual funding allocations, maximum start-up funding and Form Agreement with five (5) Lead Network Agencies for provision of Community Family Preservation Networks (Network) services to protect children while strengthening and preserving families for the period effective from Board approval or January 8, 2002, whichever is later, through June 30, 2003, with an option to extend the agreement for one year. Attachment A indicates the agencies and the level of funding for each agency. The maximum cost for these Agreements, including start-up costs, through June 30, 2002 is \$1,324,138, and \$2,023,118 for July 1, 2002 through June 30, 2003, for a total maximum of \$3,347,256. In the event the agreement is extended for one year, the cost

of the agreement will be \$2,023,118. The agreement costs are financed using \$1,630,783 Federal/State revenue, \$1,143,423 from the CalWORKS Single Allocation and Performance Incentive funds through Long-Term Family Self Sufficiency Project #33/Department of Public Social Services (DPSS), and \$573,050 net County cost budgeted in the Department of Children and Family Services (DCFS). There is no net County cost for the Department of Mental Health (DMH) and the Probation Department (Probation). The funding is included in the FY 2001-2002 Adopted Budget.

2. Delegate authority to the Directors of DCFS, DMH, and the Chief Probation Officer, or their designees, to execute the Agreements using the attached Form Agreement (Attachment B) for each of the five (5) Lead Network Agencies for Network services after County Counsel approval; and require the department executing the agreement to notify the Chief Administrative Office (CAO) in writing within 10 business days after execution.

3. Authorize the Directors of DCFS and DMH, and the Chief Probation Officer to execute Amendments increasing the maximum annual allocations up to ten percent (10%) per year based solely on an increase in the number of families served after CAO and County Counsel approval; and require the department executing the amendment to notify the CAO in writing within 10 business days after execution.

4. Authorize the Directors of DCFS, DMH, and the Chief Probation Officer, or their designees, to execute the Agreement amendments to exercise the one-year extension option after CAO and County Counsel approval; and require the department executing the amendment to notify the CAO in writing within 10 business days after execution.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The Request for Proposal (RFP) issued in February 2001 for Network services did not result in proposals for Geographic Service Areas (Areas) 15, 18, and 19. DCFS subsequently expanded the procurement process to obtain Network services for Areas 15, 18 and 19. The recommended actions will ensure provision of Network services to these areas for which proposals had not previously been received. The Lead Network Agencies will provide family focused services to Areas 15, 18, and 19 to protect children while strengthening and preserving families, thereby providing an alternative to foster care placements.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #1-Service Excellence, Strategy #2-Design Seamless Service Delivery System, Goal #4-Fiscal Responsibility, Strategy #3 Increase Public/Private Partnerships, and Goal #5: Children and Families' Well-Being, Strategy #1. The recommended actions will increase access to Network services, increase public/private partnerships, and increase coordination, collaboration, and integration of services for children and families across functional and jurisdictional boundaries.

### **FISCAL IMPACT/FINANCING**

The maximum cost for these agreements from contract execution through June 30, 2002 is \$1,324,138, and includes a maximum of \$312,578 for start-up costs. The maximum cost in FY 2002-03 is \$2,023,118. Consequently the costs for these agreements will not exceed \$3,347,256. In the event the agreement is extended for one year, the cost of the agreement will be \$2,023,118. These costs will be financed using \$1,630,783 Federal/State revenue, \$1,143,423 CalWORKS Single Allocation and Performance Incentive funds through Long-Term Family Self Sufficiency Project #33/Department of Public Social Services (DPSS) revenue, and \$573,050 net County cost budgeted in the Department of Children and Family Services (DCFS). There is no net County cost for DMH or Probation. Sufficient funding is included in the FY 2001-02 adopted budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On February 1, 2001, DCFS issued a RFP for Network services to be provided in twenty-seven (27) Areas, including two areas targeted to specific countywide populations. The RFP process included advertisements through newspapers (Los Angeles Times, La Opinion, Chinese Daily News, and Los Angeles Sentinel) as well as through the Office of Small Business website and mailings from the DCFS' Bidders list. Over 90 RFP announcement letters were sent out and 110 individuals/agencies requested and received the RFP and its addenda. However, these efforts did not result in proposals for Areas 15, 18, 19, and two areas targeted to specific countywide populations. To ensure that network services would be provided to Areas 15, 18, and 19, DCFS expanded the procurement process through additional advertisement, letters of solicitation, and town hall meetings.

The Agreements requested herein will serve Areas 15, 18, and 19, which are not currently served by a network. These areas include the following: Area 15 (Walnut, Diamond Bar, La Puente, City of Industry, Hacienda Heights, and Rowland Heights), Area 18 (Monrovia, Duarte, Arcadia, Sierra Madre, Temple City, San Marino, Pasadena, South Pasadena, San Gabriel, Rosemead, Alhambra, and Monterey Park), and Area 19 (South San Fernando Valley, Agoura Hills, Westlake Village, and Northwest San Fernando Valley).

The Agreement (Attachment B) for the five (5) Lead Network Agencies listed on Attachment A is being recommended for execution. The term of each Agreement is effective upon Board approval or January 8, 2002 whichever is later through June 30, 2003, with an option to extend the Agreement for one year. The Agreement allows the Directors of DCFS and DMH, and the Chief Probation Officer to execute Amendments that increase the maximum annual allocations up to ten percent (10%) per year based solely on an increase in the number of families served.

The Agreement also includes a provision that requires the contractor's consideration of hiring County employees targeted for layoff, qualified County employees who are on a re-employment list, and participants of the Greater Avenues for Independence (GAIN) Program. In addition, the Agreement provides for termination for improper consideration and determination of Contractor non-responsibility and Contractor debarment. Finally,

the Agreement allows the County to impose funding increases and decreases as the County deems necessary.

The award of this Agreement will not result in the unauthorized disclosure of confidential information and is in full compliance with all Federal, State, and County regulations. There will be no reduction in the quality of services and the County's ability to respond to emergencies will not be impaired.

The CAO has reviewed and recommends approval of this Board letter. County Counsel has reviewed this Board letter and approved the attached Agreement as to form. All contractors are in compliance with all Board, CAO, and County Counsel requirements.

### **CONTRACTING PROCESS**

The five (5) Agreements for the five (5) Lead Agencies were selected through a competitive solicitation process. Townhall meetings were held on April 9, 10, and 11, 2001. At that time, information, instructions, and deadlines were provided regarding a two-phase procurement process for agencies to respond to the RFP for Areas 15, 18, and 19.

As a result of these efforts, five (5) agencies submitted proposals in Area 15; two (2) agencies submitted proposals in Area 18; and, four (4) agencies submitted proposals in Area 19. One proposal in Area 15 was disqualified because it was non-responsive. The proposals were evaluated and selected by a competitive process and administrative review. Written proposals were evaluated by a committee of three DCFS staff. This evaluation comprised 75% of the proposer's total score. DCFS also conducted an oral interview/site visit of each proposer. Each evaluation committee responsible for the evaluation of the oral interview/site visits was comprised of three DCFS staff. This evaluation comprised 25% of the proposer's total score. All written proposals in each Area were evaluated by the same evaluation committee, and the oral interview/site visits in each Area were conducted by the same evaluation committee.

The appeals process was completed on November 20, 2001. Two (2) proposers appealed the tentative awards. An appeals panel comprised of representatives from the Departments of Mental Health, Public Social Services, and Children and Family Services reviewed the appeals. The appeals panel recommended that a partial site visit be conducted for one agency, and that a complete site visit be conducted for the other. The agency that was granted a partial site visit declined to have the site visit. The latter agency had a new site visit conducted on November 20, 2001. The site visit resulted in a slight increase in the agency's final score. However, the new score does not impact the dollar amount of the tentative award.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreements.

The Agreement expressly provides that the County has no obligation to pay for expenditures by the vendors beyond the contract amount, and the contractor will not be asked to perform services that exceed the contract amount, scope of work or contract dates.

## **IMPACT ON CURRENT SERVICES**

It is estimated that the five (5) Lead Network Agencies will provide family preservation services to approximately 398 families from contract execution through June 30, 2003. The Family Preservation approach provides a family focused, strength-based delivery of services by DCFS, DMH, and Probation, to DCFS and Probation children, youth and their families in an intensive, in-home and community service delivery approach. Base rate services are provided at a base rate of \$800 per month per family for services which include four (4) in-home outreach counseling visits, crisis intervention services, indirect costs, clinical direction and the Multidisciplinary Case Planning Committee.

In addition, the Lead Network Agency will be expected to provide supplementary services which include: in-home outreach counseling; counseling for: substance abuse, domestic violence and teen pregnancy, anger management; drug testing; parenting training; self-help/family support groups; in-home emergency caretaker; child focused activities; substitute adult role model; teaching and demonstrating homemaking; transportation; child follow up observation; employment/training services; GAIN service worker; motel; and therapeutic day treatment. Additionally, other linkage services will be provided to empower families to protect and care for their own children and youth with a heightened level of community support. Approval of the recommendations contained in this letter will provide vital services for DCFS and Probation clients.

## **CONCLUSION**

Upon approval and execution by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped Board letter and attachments to:

1. Department of Children  
and Family Services  
425 Shatto Place, Room 205  
Los Angeles, CA 90020

2. Department of Mental Health  
550 S. Vermont Ave., 12<sup>th</sup> Floor  
Los Angeles, CA 90020

3. County of Los Angeles  
Office of the County Counsel  
Advice and Litigation Division  
201 Centre Plaza Drive  
Monterey Park, CA 91754

4. Probation Department  
9150 E. Imperial Hwy., Rm. B/82  
Downey, CA 90242

Respectfully submitted,

ANITA M. BOCK, Director MARVIN J. SOUTHARD, Director  
Department of Children Department of Mental Health  
and Family Services

RICHARD SHUMSKY, Chief Probation Officer  
Probation Department

AMB:AM  
IC:rml

Attachments (2)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller  
Commission for Children and Families

Attachment A

Community Family Preservation Network Services  
Geographic Service Areas 15, 18, and 19  
Funding Recommendations

<b>GSA</b>	<b>Agency</b>	<b>Score</b>	<b># of Families Funded Annually</b>	<b>FY 2001-02 6 mos. of funding through 6/30/02</b>	<b>FY 2001-02 25% of annual for start-up</b>	<b>FY 2002-03 Annual Funding Amount 7/1/02-6/30/03</b>	<b>6 mos. + annual</b>	<b>6 mos. + annual + start-up FY 01-02 and FY 02-03</b>
15	Spiritt Family Services	<b>91.83</b>	57	\$218,115	\$0	\$436,230	\$654,345	\$654,345
18	Santa Anita Family Services	<b>72.33</b>	73	\$277,102	\$138,551	\$554,204	\$831,306	\$969,857
19	Assistance League of So. CA	<b>94.17</b>	47	\$179,764	\$89,882	\$359,527	\$539,291	\$629,173
19	Valley Trauma Center	<b>89.83</b>	44	\$168,289	\$84,145	\$336,578	\$504,868	\$589,013
19	Boys & Girls Club of SF	<b>88.33</b>	44	\$168,289	\$0	\$336,578	\$504,868	\$504,868
			<b>265</b>	<b>\$1,011,559</b>	<b>\$312,578</b>	<b>\$2,023,118</b>	<b>\$3,034,678</b>	<b>\$3,347,256</b>

Columns may not add due to rounding.